

**New Morning Nursery School
Board of Directors Meeting
Thursday, July 23, 2020**

I. Attendees:

- a. Board Members: Cherish Orozco, April Denton, Melissa Norstedt, Sarah Sherman, Allison Hoban, Jodi Carlson, Keri Schlecht, Suzanne Lee, Rebecca Anderson-Brown, Emily Litznerski Foster
- b. Additional Attendees: Rae Reeson, Mary Eileen Raymond, Diane Schlafli

II. Enrollment Update (April): following enrollment confirmation deadline, discussion of updated enrollment numbers, with potential for more in Birch and Willow classes:

- a. Oak: AM – 15, PM – 15 (both at maximum); Birch: AM MWF – 8, AM TTh – 5; Willow: AM MWF – 4, AM TTh – 3 (Willow afternoon students to be transitioned to other placements)
- b. Ratios are 6:1 students to teacher in Willow and 10:1 in Birch, meaning no need for additional support staff in small classes

III. Next Steps (Cherish):

- a. Parent Communication - Next week, April sending out the following:
 - i. Agreement document for parents to sign regarding Covid policies and financial requirements
 - ii. Save the dates for 1) all-school Zoom parent meeting, 2) parent orientation by group, 3) student/teacher meet-and-greet and 4) first days (small class groups) – teachers to choose dates at Monday staff meeting for all
- b. Review of teacher contracts given enrollment numbers
 - i. Executive Committee to meet with Jack Williams
 - ii. Drafts of contracts
 - iii. April and staff individual 1:1 meetings re: contract offering
- c. Support Staff and Substitute Teacher Hiring
 - i. April provided job posting to Ashley for NMNS FB and website, to MATC for posting and their FB, and to board members to share

1. <https://newmorningschool.org/about/jobs/>
2. https://www.facebook.com/job_opening/283921726166447/?source=post

- ii. Look to current staff who have reduced in hours for support staff needs first with consideration toward maintaining separation/isolation between class groups and their teachers

d. COVID Policies and School Readiness

- i. Sarah reaching out to UW Pediatrics Infectious Disease professional who is acting as a resource to local preschools with the following goals:
 1. Identify any revisions needed/gaps in existing policy
 2. Additional set of eyes on our school
 3. Help establish a plan for us to sustain this in-house going forward
- ii. April working on marrying-up parent Q&A document with our official policy – final will be sent to families by Friday, August 14th
 1. In the meantime, all parents questions should be directed to April for consistency
- iii. Follow-up on testing question posed at prior board meeting
 1. Follow guidelines that require testing following a known exposure or if symptomatic rather than at regular intervals or on specified dates
- iv. Travel and social distancing requirements for families
 1. Note in parent agreement and at all-school meeting to use good judgment; Executive Committee to determine more specific language and requirements for families

e. Board Member Updates

- i. Kate, Jodi and Emily stepping down as board members
- ii. Executive Committee to review vacancies and transition essential functions

f. Ongoing Communication

- i. Issues/questions/concerns - email April (and Cherish if for board review)

- ii. Managing backlog/to-do list on ongoing basis to organize tasks

IV. Action Item: Discuss and vote on proposed items for purchase by school

- a. Electrostatic disinfectant sprayer – purchase at \$1,600

- i. Allie motions to approve, Rebecca seconds – unanimous approval

- b. Playground updates – up to \$10,000 (inclusive of electrostatic sprayer cost)

- i. Discuss requested updates and estimated cost of each – mud kitchen (\$1,195), two storage sheds (\$1,000), six canopies (\$1,500), sandbox/house cove (\$807), mulch and sand (\$3,800)

- ii. Keri motions to approve, Sarah seconds – unanimous approval

V. Meeting adjourned

Next meeting: Monday, August 3rd at 7:30pm